

City of Torrance Business Manager

Cultural Arts Center • Non-Civil Service

Monthly Salary Range

\$5,682 • \$5,982 • \$6,292 • \$6,607 • \$6,937 • \$7,283 • \$7,647

Appointments are typically made at step 1, depending on qualifications. Career advancement to Sr. Business Manager is based on performance which starts at step 4 of the salary range.

the Big picture

The Business Manager for the Cultural Arts Center is responsible for the day to day administration and operations of the Center. This position requires interaction with a variety of City staff and public clientele that utilize the facility. The Cultural Arts Center is open seven days a week, and houses meeting and banquet rooms, visual and performing arts studios, a 502-seat theatre, two spacious outdoor plazas, and an authentic Japanese garden.

This position will be responsible for the overall facilities management and supervision of 24 hour staffing for the Center. The programs areas are supported by a team of 27 staff members in facilities rentals, event coordination and planning, and theatre production. The Business Manager will serve as a working manager in the administrative role of budget, financial and revenue management; preparing reports; marketing the Center, and maintaining an environment of dedicated customer service.

If you have any questions regarding the position, please email Facilities Operations Manager, Shant Megerdichian at SMegerdichian@TorranceCA.Gov.



Candidate Profile

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

- Bachelor's degree in Business or Public Administration
- Two years of progressively responsible administrative or analytical experience is required

In addition to the above, the successful candidate will possess:

- One (1) year of supervisory experience of a major program area
- Facilities management experience
- Proven innovation to enhance facilities utilization
- Strong revenue, financial and budget management
- Demonstrated marketing experience
- Effective public relations and customer service skills
- Excellent interpersonal skills

Special Notes

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements **must** contact the Human Resources office **prior** to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Job Code 13069019 • 7/16/13 • KF



Benefits

- Vacation, sick and holiday leave
- 9/80 Work Schedule with alternate Fridays off
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee
- Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare
- Generous City contributions toward Health, Dental and Vision Insurance
- Participation in Deferred Compensation (457) Plan

For more details on our benefits package, visit our website's benefit link: go to www.TorranceCA.Gov, click "Job Opportunities," then "Salary Resolutions". Benefits pertinent to this position are covered under the Full-Time Salaried and Hourly group.

Interested?

Interested candidates must submit an online City application and supplemental application by: **Tuesday, July 30, 2013 at 5:30 p.m.**

Applications are accepted on-line only!

www.TorranceCA.Gov

Selection Process

Candidates whose training and experience **best meet** the candidate profile will be invited to participate in the examination.

The examination will consist of the following:

- ★ Written (weighted 50%)
- ★ Oral Interview (weighted 50%)

The test dates are to be determined. Please visit our webpage under Recruitment Status for dates and current status.

Human Resources • 3231 Torrance Blvd. • Torrance, CA 90503

Phone: 310-618-2915 • www.TorranceCA.Gov



City of Torrance
Business Manager
Cultural Arts Center
(Non-Civil Service)
Job Code 13069019

1. Please provide a summary of your facilities management skills and experience. This should include the size and type of facilities you have managed, as well as, an overview of events/programming, and may highlight any significant achievements, awards, etc. you or your facility(ies) received.
2. Please describe your supervisory experience including length of time, number of employees and general classifications of staff supervised. Be certain to include any specific skills (strategic planning, performance management, training and development, operational efficiencies, etc.) you have utilized and offer any examples of how these have benefited your employer.
3. Please detail your fiscal operations and budget experience related to facilities you have managed. Please include size and types of funds/budgets including revenues, labor costs, capital improvement programs, and operational expenditures and projections.